



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 1533.20B
OTE6/085
17 FEB 2000

CNET INSTRUCTION 1533.20B

Subj: NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS (NJROTC) AREA MANAGERS' FUNCTIONS, DUTIES, AND RESPONSIBILITIES

Ref: (a) OPNAVINST 5760.2C
(b) OPNAVINST 1533.5
(c) Title 10, United States Code, Chapter 102, as amended by Public Law 94-361
(d) DOD Directive 1205.13 of 26 Dec 95
(e) CNETINST 1533.9J
(f) OPNAVINST 4630.25C
(g) Federal Acquisition Regulation (FAR)
(h) DOD FAR Supplement (DFARS)
(i) Naval Acquisition Procedures Supplement (NAPD)
(j) NAVSUPINST 4200.85C

Encl: (1) NJROTC Program Geographical Distribution of Area Managers
(2) Accountability for NJROTC Area Manager Cadet and Unit Special Activity Funds

1. Purpose. To delineate functions, duties, and responsibilities of NJROTC Area Managers under the cognizance of the Chief of Naval Education and Training (CNET). This instruction has been revised extensively and should be read in its entirety.

2. Cancellation. CNETINST 1533.20A

3. Background. Pursuant to references (a) and (b), CNET is assigned responsibility for the administration and support of the NJROTC program. The basic guidelines for the conduct of the NJROTC program are outlined in references (c), (d), and (e). References (f) through (j) apply.

4. General. NJROTC Area Managers report to CNET concerning the administration and conduct of the NJROTC program. The geographical area of responsibility for each NJROTC Area Manager is documented in enclosure (1). NJROTC Area Managers are the field representatives for CNET and are the direct conduit between CNET and individual NJROTC units for administration, logistical support, fiscal support, training coordination, and public liaison for the NJROTC program. NJROTC Area Managers maintain primary oversight responsibility for their respective units as well as acting as the principal program advisor for individual school district superintendents and principals.

5. Duties and Responsibilities

a. Represent CNET in all matters pertaining to NJROTC within the assigned geographical area.

b. Actively recruit prospective host schools in states that are below their fair and equitable quota. Visit and evaluate prospective host schools. Submit visit reports to CNET.

c. Conduct biennial inspections of all established NJROTC units within the assigned geographical area. Conduct annual inspections of NJROTC units in an evaluation or probation status. Collect the NJROTC Off-Site Evaluation Form (CNET 1533/103) from NJROTC units not scheduled for an inspection; evaluate contents for program compliance and forward to CNET no later than 1 May.

d. Recommend disestablishment of NJROTC units that don't meet minimum requirements and standards.

e. Assist school administrators in the hiring of NJROTC instructors. Ensure that all applicants have Navy certification before being hired as NJROTC instructors. Ensure that JROTC Instructor Annual Certification of Pay and Data Form (DD2767), DD214s, Retired Retainer Statements, and JROTC Instructor Pay Certification Worksheet for Entitlement Computation (DD2754) on all new instructors are forwarded to CNET (NJROTC) in a timely manner. Interview and assist prospective candidates for instructor positions in the NJROTC program, if practical. If not, delegate this function to knowledgeable and experienced naval science instructors.

f. Provide assistance to newly selected host institutions concerning all facets of activating and operating an NJROTC unit. Ensure provision of necessary start-up and follow-on administrative and logistical support (textbooks, instructional materials and equipment, uniforms, instructor indoctrination, etc.). If practical, visit units with a staff of all new NJROTC instructors with no prior NJROTC experience within 60 days of their employment. If not, conduct an initial courtesy visit in conjunction with an inspection at the closest unit.

g. Ensure timely submission of all correspondence and reports required by CNET.

h. Conduct "NJROTC as a Second Career" briefings during retirement seminars and Transition Assistance Program (TAP) as schedule permits. Conduct NJROTC program presentations as required.

i. Encourage maximum NJROTC unit participation in field trips, orientation cruises and flights, ship visits, at-sea cruises, and other types of military educational opportunities.

(Note: NJROTC Area Managers FIVE and ELEVEN, shall coordinate with type commanders, Atlantic and Pacific fleets respectively, to arrange for sea cruise opportunities for NJROTC cadets, and provide availability schedules to other area managers to distribute to their units.)

j. Coordinate and conduct annual area-wide competitive field meets and/or comprehensive extracurricular competitive events that involve subordinate NJROTC units.

k. Coordinate and monitor summer activities to include Mini-Boot Camps and Leadership Academies.

(a) For Mini-Boot Camps monitor dates and locations and provide funding for instructor expenses. Ensure that provisions of Letter of Instruction meet the qualifications for awarding of the Mini-Boot Camp ribbon.

(b) For Leadership Academies coordinate location, dates, approve schedule of events and Letter of Instruction and provide funding for conduct of the Academy. Closely liaison with chosen Officer in Charge of each Leadership Academy to ensure compliance with CNET Leadership Academy guidance (NAVEDTRA 37119-A). As schedule permits, attend each Leadership Academy.

l. Coordinate airlift requests by NJROTC units using reference (f) as guidance.

m. Establish liaison with other naval activities and civilian organizations capable of materially assisting and supporting NJROTC units. Military examples include NROTC units, Recruiting Districts, Reserve Centers, military bases, Navy League, and Fleet Reserve Associations.

n. Coordinate and conduct annual instructor in-service training.

o. Assist NJROTC cadet staffs and unit instructors in establishing goals for accomplishment during the school year. These goals will be realistic, challenging, and attainable, span the duration of the year, and be fully in consonance with the purpose and ideals of the national program. Assist in the development of action steps that will lead to goal accomplishment.

p. Ensure accountability of all funds:

(1) Prepare and manage the annual fiscal year NJROTC Area Managers' Operating Target (OPTAR) budget in accordance with reference (e).

(2) Provide Naval Education and Training Professional Development and Technology Center (NETPDTC) accounting a copy of

all documents issued including travel orders, settlements, and credit card buys.

(3) Reconcile expenditures with the monthly "OMN Document List by Cost Center Report". Notify NETPDTC accounting of discrepancies and provide missing documents and/or corrections.

(4) Regulate the collection, control, and accounting for entry fee monies used in support of area manager sponsored cadet and unit special activities in accordance with enclosure (2).

(5) Manage NJROTC unit allowances authorized by CNET and disbursed to each area manager. The area manager will be responsible for the distribution of these allowances to each of their units. These allowances include Cadet Orientation, Unit Organizational, Instructor In-Service, Mini-Boot Camp, Leadership Academy, Uniform Maintenance, and New Uniform Issue. Monitor unit expenditures using the "NJROTC Alterations and Transportation Report".

(6) Receive and evaluate NJROTC unit uniform orders for appropriateness. Forward uniform orders to CNET (NJROTC).

(7) Utilize government credit card in accordance with references (g) through (j) and NETPDTC procedures. Ensure cards are requested from CNET (NJROTC) for incoming personnel and rescinded upon their departure. Ensure monthly statements are reconciled and faxed to CNET (NJROTC) promptly and original documents are forwarded within 5 working days of receipt.

(8) Prepare and endorse Temporary Additional Duty Orders for area manager and staff.

q. Publish a bulletin, at least quarterly, to keep instructors informed of changes in Navy, CNET, and area manager policy and guidance.

r. Advise NJROTC Instructor Administration, in writing or by electronic mail, within 5 working days of being notified that an instructor vacancy has or will occur.

s. Evaluate instructor personnel in a fair and thorough manner annually or at any other time the situation warrants using the NJROTC Instructor Evaluation form (CNET 1610/2). Ensure the school administration evaluation of instructors is included with the NJROTC Off-Site Evaluation Form. Recommend decertification for all instructors whose performance is unsatisfactory or whose conduct is prejudicial to the goals and objectives of the NJROTC program. Ensure instructors provide height/weight and measurements per current Navy height/weight standards on Instructor Appearance/Body Fat Measurements form (CNET 6110/5). If an instructor is out of standards, document this on the evaluation form. Coordinate with the NJROTC office for follow-on

action. Submit documentation on instructors recommended for decertification.

(1) To recognize a departing instructor by a CNET Letter of Commendation, the area manager should submit a letter of endorsement. Include beginning and ending dates (month, year) of the instructor's employment as an NJROTC instructor, and if applicable, other schools at which the individual was previously employed as an NJROTC instructor, and dates. If special recognition for exceptional performance is indicated, include the specific extraordinary accomplishments that should be considered for inclusion in the citation.

(2) All recommendations will be held until 15 April, when all citations will be processed for signature. Unless otherwise requested, citations will be sent to the area manager. Should an instructor retire or resign during the school year and a Letter of Commendation is warranted, the request should be expedited to ensure timely presentation.

t. Submit recommendations to CNET regarding changes to CNET instructions as well as proposals to enhance the program of instruction and training.

u. As directed, serve as a member of the Instructor Certification Board.

v. Attend NJROTC Area Managers Conferences.

w. Prepare rough officer fitness reports and smooth enlisted performance evaluations as required.

x. Each area manager will act as Management Control Officer, Mail Control Officer, Security Manager, and Information Technology (IT) Security Officer. Area managers will hold instructions pertaining to these areas and be familiar with their contents.

y. Complete New Instructor Orientation Training.

z. Maintain a record of all minor property held at the Area Manager Office and submit to CNET (NJROTC), via JROTC Unit Management System (JUMS), an annual inventory or whenever there is a turnover of the area manager.

aa. Submit NJROTC unit award recommendations to CNET for the following awards:

(1) Thirty percent of the area schools for the Distinguished Unit Award. Recommend two-thirds of these schools for academic honors distinction.

(2) One cadet from each area for the Joseph C. Gilliam Academic Achievement Award.

(3) One NJROTC unit from each area for the Navy League Award for the Most Outstanding NJROTC unit in the Nation.

(4) One NJROTC unit from each area for the Navy League Award for the Most Improved NJROTC Unit in the Nation.

6. Host Command Support and Assistance

a. Host commands through intraservice support agreements should support and assist the tenant NJROTC Area Manager to the maximum extent possible within the limits of available resources. The host command, as a minimum, should provide the NJROTC Area Manager with office and storage space, office equipment, utilities, phone service, comptroller and accounting services, naval communications support, travel arrangement support, and administrative services.

b. NJROTC Area Managers should ensure that the following areas of special interest/concern are taken into consideration during the negotiation of an intraservice support agreement:

(1) Training

- (a) General Military Training (GMT)
- (b) Official mail handling
- (c) Prevention of Sexual Harassment (POSH)
- (d) Military Equal Opportunity (EO)
- (e) Ethics/standards of conduct

(2) Other

- (a) Health and Physical Readiness Training (PRT)
- (b) Urinalysis testing
- (c) SERVMART
- (d) Message distribution
- (e) Storage of classified messages
- (f) Classified waste disposal/destruction

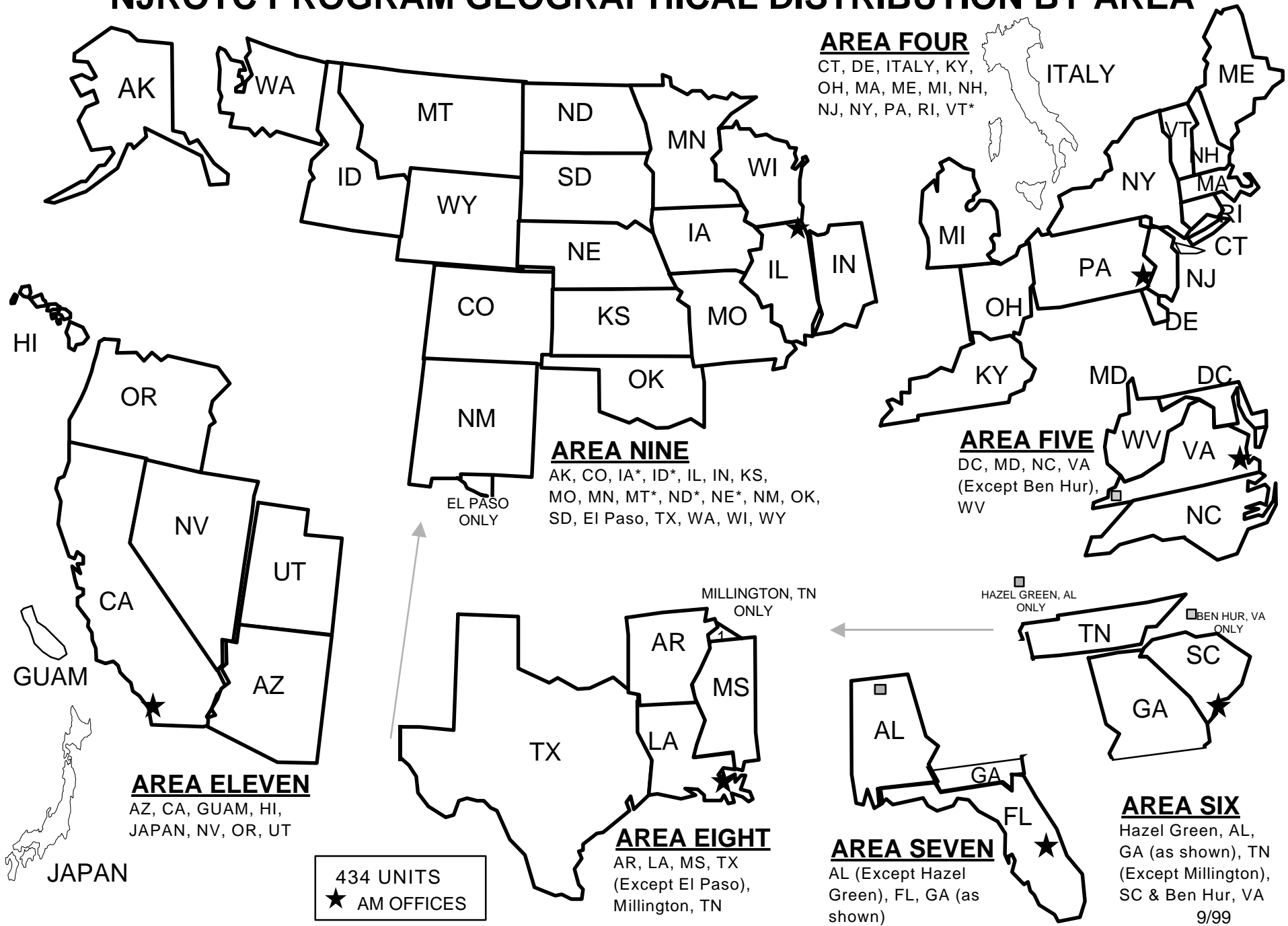
/S/D. L. BREWER
Vice CNET

Distribution:

SNDL A3 (CNO N1)

C15 (NJROTC Area Managers)

NJROTC PROGRAM GEOGRAPHICAL DISTRIBUTION BY AREA



NJROTC AREA MANAGER CADET AND UNIT SPECIAL ACTIVITY FUNDS

1. Purpose of Fund. To allow collection from NJROTC units to support their individual cadets in activities not funded directly by the Navy or the individual school systems.

2. Authorized Activities. The following activities conducted by the area manager or for the area manager are authorized for expenditures:

- a. Leadership Academy
- b. Mini-boot Camps
- c. Field Meets
- d. Drill Meets

3. Authorized Collections of Funds. All money collected must be from individual NJROTC units that have collected the necessary fees from their cadets or pay for the cadets through their school funds. Only unit or school checks may be accepted--no personal checks from instructors or cadets. A reasonable estimate of the amount required to fund the activity will be made by the area manager and a breakdown per cadet cost will be estimated.

4. Authorized Expenditures. All expenditures must be in direct support of the cadets and for the specific activity for which funds were collected. The following are the most common types of expenditures required:

a. Meals for Cadets. Normally at military service activities, but may include commercial restaurants while traveling or incidental to the activity, such as food for picnics, parties, etc.

b. Special Clothing and Accessories

- (1) Tee shirts, hats
- (2) Special cords
- (3) Medals and patches
- (4) Awards (medallion or pin)

c. Special equipment that is reusable for the same activity

- (1) Special guidons
- (2) Flags and trophies
- (3) Flag streamers

(4) Tapes and videos in support of training

(5) Leadership Academy equipment such as canteens, canteen holders, life jackets, and linens

5. Unused or Surplus Funds. Collected funds for the activity that have not been expended in direct support of that activity should be distributed to the participating units within 60 working days after completion.

a. Surplus funds will be distributed on a prorated basis to each unit based on the number of cadets that participated and completed the activity.

b. The area manager will make such distributions based on cadet numbers only, and will distribute only to units and not individual cadets.

c. The Area Manager Special Activity Fund should be returned to a balance of no more than \$2000 for banking maintenance purposes.

6. Accounting Procedures. All receipts and expenditure of funds will be accounted for by check where possible, with receipts and check stubs maintained. Each area manager will maintain two spreadsheets for each fiscal year. One spreadsheet will document monies collected and expended with categories of date, description, unit, income amount, vendor, expense amount, check number, and running balance. The second spreadsheet will account for redistribution of cadet monies and include the categories of unit, cadets attending, pro-rated share per cadet, amount refunded, check number, and date.

7. Audit of Account. Area managers will ensure that the fund is audited by independent means at least once a year and at the turnover of area managers. Each audit will be documented in writing by signature of the auditor.